

Manitoba



ANNUAL REPORT

1984

Manitoba
Employment Services
and Economic
Security

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Manitoba



**Minister of
Employment Services and
Economic Security**

**357 Legislative Building
Winnipeg, Manitoba, CANADA
R3C 0V8**



December 31, 1984

The Honourable Pearl McGonigal
Lieutenant-Governor of the
Province of Manitoba

Madame:

I have the honour to respectfully submit to you the first Annual Report of the Department of Employment Services and Economic Security of the Province of Manitoba for the calendar year 1984.

Len Evans

A handwritten signature in dark ink, appearing to read 'Len Evans', written in a cursive style.



**Deputy Minister of
Employment Services and
Economic Security**

Winnipeg, Manitoba, CANADA
R3C 0V8



December 31, 1984

The Honourable Len Evans
Minister of Employment Services
and Economic Security

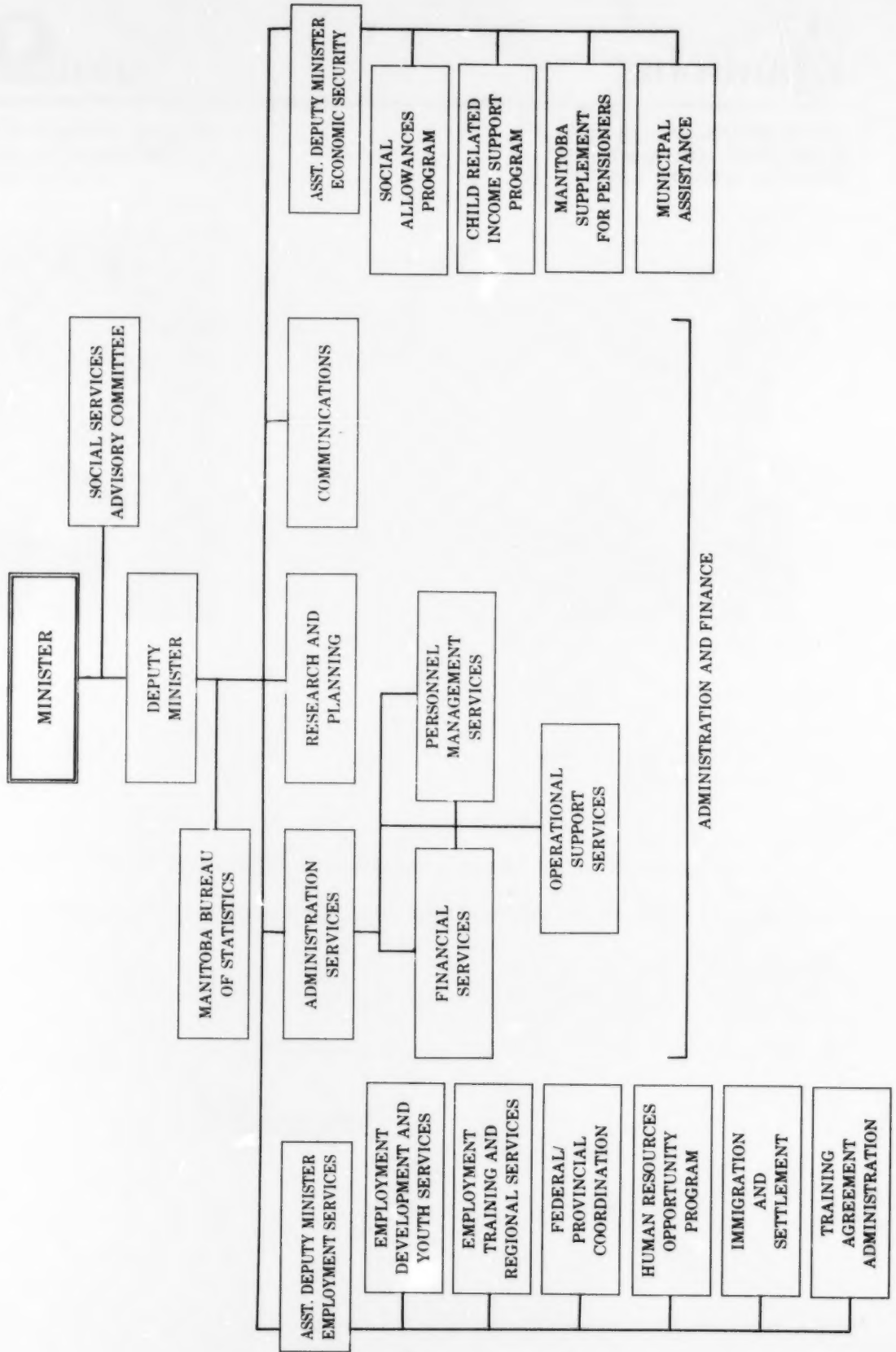
Sir:

I have the privilege to respectfully submit to you the first Annual Report of the Department of Employment Services and Economic Security of the Province of Manitoba for the calendar year 1984.

George Ford

A handwritten signature in cursive script, reading "George Ford".

Manitoba Employment Services and Economic Security



ADMINISTRATION AND FINANCE

Overview

This is the first annual report of Manitoba Employment Services and Economic Security — a new department of the Government of Manitoba, created in November 1983 in keeping with a new emphasis on the Government's role in the economic development of the province.

While the combination of the Department's responsibilities is new, the organizational components of Manitoba Employment Services and Economic Security existed previously within other departments.

All of the functions within the new Department's Economic Security Division as well as the Human Resources Opportunity Program of the Department's Employment Services Division were previously part of the Department of Community Services and Corrections, and the Social Services Advisory Committee formerly was the responsibility of the Minister for that Department. The rest of the functions within the Department's Employment Services Division were formerly part of the Department of Labour and Employment Services.

The central Administrative Services, Research and Planning and Communications functions consist largely of staff from relevant areas in both of these former Departments.

The Manitoba Bureau of Statistics was transferred to the Department from Manitoba Industry, Trade and Technology in January 1984.

While most of the activities within Manitoba Employment Services and Economic Security are not new, the linking of employment development measures and income security programs within one department is intended to give new emphasis to the development of a government priority — improved access to jobs for all Manitobans, including those who might be perpetually dependent on social allowance incomes without special measures to provide them with skill development and job placement opportunities.

Overall, the Department plays an important role in the provincial government's strategy for the economic development of Manitoba. It monitors employment trends in the province and develops policies and programming designed to stimulate economic growth and employment generation in the most effective manner. Some initiatives are recommended to the Manitoba Jobs Fund for financial support, and those approved are subsequently carried out by the department along with the regular programming it operates and supports from its own budget.

Special emphasis is also given to the provision of employment services for young Manitobans, who must overcome a lack of job experience to get into the permanent work force. Provincial responsibility for observing International Youth Year '85, has been given to the Minister of Employment Services and Economic Security, and preparations for special youth programming and celebrations were co-ordinated within the Department and an International Youth Year Office in 1984.

In the report that follows, the activities of the two major program areas of the Employment Services and Economic Security Divisions are highlighted, and the support services provided by the central Administration Services Division and Research and Planning and Communications branches are described. A report on the activities of the Manitoba Bureau of Statistics, which is a central service for all provincial government departments, is also included.



Employment Services Division

Ian Potter
Assistant Deputy Minister

Employment Services Division

The Employment Services Division has as its primary goal to develop to the fullest the employment potential of all Manitobans and to direct efforts at removing structural barriers to employment. The Division has a number of program objectives related to this overall goal of improved labour market performance for Manitobans. These include:

- Improved efficiency in the working of the labour market, that is, a better fit between the demand for and supply of labour;
- Minimizing the level of unemployment;
- Increasing the skill levels of workers in relation to the job market demands of Manitoba employers;
- Achieving immigration levels in keeping with labour market and humanitarian objectives; and
- Assisting those who are disadvantaged and hardest to employ to obtain employment and thereby enter the mainstream of societal activity.

To accomplish these objectives in 1984, the divisional organization consisted of six branches/units including:

Employment Development and Youth Services
Employment, Training and Regional Services
Federal/Provincial Programs Co-ordination
Human Resources Opportunity Program and Centres.
Immigration and Settlement Branch
Training Agreement Administration

During 1984, in addition to regular ongoing departmental programs and services, the Division was also responsible for the development, delivery and administration of several Jobs Fund initiatives including:

Manitoba Jobs and Training Program
Manitoba Careerstart '84
Youth Business Start
Engineering and Science Graduates Program
Manitoba Graduates in Business Program
Manitoba Community Assets Program
Program Recognition
NEED/Employment Development Program
(cost-shared with the federal government).

Employment Development and Youth Services Branch

T. Mindell — Director

The Employment Development and Youth Services Branch develops and implements employment strategies and policies which meet the goal of creating a fair and equitable labour market for students, unemployed youth and other persons encountering structural barriers to employment by providing:

- A referral/placement service for provincial government youth employment programs;
- Employment preparation programs and services;
- Job creation programs which support provincial economic development strategies; and
- Educational and informational services to members of the public.

In keeping with this role, the Branch administers the following programs and services:

- A centralized youth registration and referral service for university, community college and high school students, as well as unemployed Manitobans (Job Opportunity Service);
- Youth employment programs (Student Temporary Employment Program, Student Work Exchange, Northern Summer Education, Careerstart);
- Summer job placement services for youth in rural and northern communities (Manitoba Youth Job Centres);
- Coordination of volunteer activities in various government departments (Volunteers in Public Service Program);
- A youth volunteer program designed to enable young Manitobans to gain valuable work experience and explore career possibilities through volunteer placements within various government departments (Manitoba Youth Volunteer Program);
- A job creation program for unemployed people (Manitoba Jobs and Training Program);
- A job creation program for graduates from Manitoba universities and community colleges (Engineering and Science Graduates Program, Manitoba Graduates in Business Program); and

- A job creation program to help young people create and run successful businesses (Youth Business Start).

Job Opportunity Service

The Job Opportunity Service is responsible for the registration, referral and placement of all students in summer positions in provincial government departments, Crown corporations and commissions. Referral is also done to positions funded under provincial employment programs for students and unemployed Manitobans.

The objectives of the Job Opportunity Service in 1984 were:

- To increase hiring efficiency within provincial government departments, Crown corporations, commissions and provincially subsidized positions in the private sector, by providing a centralized registration and referral service for students and unemployed Manitobans;
- To locate jobs for students in home localities where possible;
- To increase the opportunities available to students to acquire a career and/or interest-related work experience;
- To supply job search information, resume writing and interview skills to unemployed Manitobans; and
- To support the Provincial Affirmative Action Policy by providing a job placement mechanism for physically disabled and native students and unemployed Manitobans.

In 1984, the Job Opportunity Service placed 2,082 students in jobs within provincial government departments, Crown corporations and commissions. Of these, 1,173 students were placed in positions covered by the budget of the hiring department or agency. Another 909 students were placed in positions created by the Student Temporary Employment Program (S.T.E.P.). The Job Opportunity Service office was also responsible for the placement of an additional 2,183 students and youth into positions in the private sector funded under Manitoba Careerstart '84.

A total of 119 physically disabled and 116 native students and youth found employment through the Job Opportunity Service.

The Job Opportunity Service undertook a pilot project beginning in October 1984 to test the effectiveness of expanding to year-round

referral of unemployed Manitobans to positions created under provincial wage assistance programs. In addition to direct referral, unemployed people were given assistance with resume writing, self marketing and provided with job search information.

Student Temporary Employment Program (S.T.E.P.)

S.T.E.P. provides salary funds to enable government departments, Crown corporations and commissions to hire students in short-term, summer projects. The program is designed to offer students career-related work experience while enabling government organizations to meet service demands at peak activity periods. A special component of the program ensures that handicapped and native students/youth are given opportunities to gain work experience within the Civil Service.

The objectives of S.T.E.P. in 1984 were:

- To increase career-related work opportunities for students by funding projects which offer meaningful career-related work to students in innovative areas supporting new government thrusts;
- To reduce student unemployment in Manitoba during the summer months;
- To provide financial assistance to students to enable them to continue their education;
- To provide the opportunity for students to work in their home locality during the summer months; and
- To ensure that a broad representation of physically disabled and native students are employed through S.T.E.P.

During 1984, 909 students were employed in projects funded through S.T.E.P. Students worked for an average of 12 weeks and earned an average salary of \$2,418 for the period. A total of 74 physically disabled and 32 native students were employed through S.T.E.P.

S.T.E.P. again cooperated with the Quebec Provincial Government during 1984, in an Inter-Provincial Educational/Cultural exchange project. With salaries provided by S.T.E.P., five Quebec students were placed in positions in the Manitoba Government for a period of fourteen weeks. In exchange, five Manitoba students were given opportunities to work for a similar period in positions in Quebec, sponsored by the Quebec Provincial Government.

Students involved in the exchange gained valuable work experience in a different cultural setting in such diverse occupations as translation services, economic and labour research, and computer software development.

Northern Summer Education Program

The Northern Summer Education Program is an educational/recreational program, located at Frontier Collegiate in Cranberry Portage. University students and northern youth plan and implement a program curriculum for children from isolated and semi-remote northern communities. Children from grades four to nine participate in a 12-day program at the residential education/recreation camp. The children take part in a variety of activities including: environmental studies, science, wilderness programs, arts and crafts, team sports, and other meaningful activities. At the same time, university students, who are interested in a teaching or related career are provided with an opportunity to gain valuable field experience.

Objectives of the Northern Summer Education Program in 1984 were:

- To increase the summer educational opportunities for children residing in remote and semi-isolated northern communities through access to a 12-day educational/recreational program. The first and last day of each session are designated as travel days to enable children to be transported from their community to Cranberry Portage.
- To increase the occupational skills of 16 post-secondary students specializing in fields related to youth education through structured employment; and
- To increase the leadership/recreational skills of northern youth through structured employment.

Eight residents of the participating communities were hired as Counsellors-in-Training for the program. The Counsellors-in-Training (CIT's) also gain valuable skill acquisition through structured employment. The CIT's are provided with work experience that will supply them with skill development by involving them in activities such as research and curriculum design, working activities and programs that are educational/recreational in nature, and supervising children.

During the summer of 1984, the Northern Summer Education Program employed 33 students including the 8 Counsellors-in-Training. Two separate camp sessions were operated during July and August, providing an educational/recreational experience for a total of 196 children.

Manitoba Careerstart '84

Manitoba Careerstart was first introduced by the Manitoba Jobs Fund in 1983 to encourage employers to create additional employment opportunities for Manitoba's students and youth during the summer months.

The objectives of Manitoba Careerstart '84 were:

- To create additional positions for full-time students and unemployed youth 16 to 24 years of age between April 30 and October 14, 1984;
- To create employment opportunities for Manitoba youth which would provide skills, training and/or career-related work experience to equip them for full-time participation in the labour force; and
- To provide financial support to students to enable them to continue their education.

Manitoba Careerstart '84 offered wage assistance to registered businesses and non-profit/community organizations entirely located within the Province of Manitoba and in operation prior to program application. Municipalities and Local Government Districts were also eligible to apply.

Businesses were eligible to receive wage assistance from the program at the rate of \$2.00 per hour plus an employee benefit allowance of up to 10% of the wage assistance.

Non-profit/community organizations, municipalities and Local Government Districts were eligible to receive wage assistance at the rate of \$4.00 per hour plus an employee benefit allowance of up to 10% of the wage assistance.

Employers in the business sector were eligible to apply for up to three positions while non-profit/community organizations were eligible for two. The minimum length of employment per position was 210 hours with a minimum of 30 hours per week. The maximum length of employment eligible for wage assistance was 640 hours with a maximum of 40 hours per week.

The budget for the Careerstart '84 program was \$8,500,000: \$3,100,000 from Manitoba Employment Services and Economic Security and \$5,400,000 from the Manitoba Jobs Fund. The program helped 4,373 employers provide new job opportunities for 6,394 students and youth.

Manitoba Youth Job Centre Program

The Hire-A-Student program name was changed in 1984 to the Manitoba Youth Job Centre Program. This change reflects a clearer description of the target groups (students and unemployed youth) that are provided with assistance over the summer months.

The Manitoba Youth Job Centre Program operated in cooperation with Canada Employment Centres, chambers of commerce, municipal governments and other interested community and youth groups to establish placement, referral and job counselling services for students and unemployed youth who were seeking summer jobs. The objectives of the Manitoba Youth Job Centre Program in 1984 were:

- To increase the number of local youth being hired by private and public employers;
- To increase the availability of information to youth in the areas of job search techniques, job availability, volunteerism and career information;
- To increase employer satisfaction with youth employees through appropriate matching and referral;
- To provide career-related summer employment opportunities for 42 students acting as Manitoba Youth Job Centre Managers; and
- To increase community participation in the areas of student and youth employment activities.

During the summer of 1984, 42 Manitoba Youth Job Centres operated in communities throughout the Province. Of this total, 34 centres were located in small rural communities and were sponsored and administered by local community committees. In the remaining eight centres a youth employee, hired by the program, complemented the existing staff at a Canada Employment Centre for Students and assisted in the delivery of its services. Job Centre Managers were university students, hired to operate the centres from May until mid-August.

During this period, a total of 8,213 youth were placed in full-time and part-time summer jobs by the centres. This included the placement of 1,997 in Manitoba Careerstart '84 positions. In addition, each centre manager was responsible for establishing and conducting workshops on job search techniques for high school students in their area.

Volunteers in Public Service Program

The Volunteers in Public Service Program offers provincial government branches/agencies an opportunity to supplement and/or expand their existing services through a volunteer workforce. It provides a model or system for effective and organized community input into the planning and delivery of its services. Coordinators of Volunteers hired under the program are responsible for planning a structured and comprehensive volunteer component for the branch/agency in which they were placed. This includes the recruitment, placement, training, supervision, evaluation and recognition of the volunteers involved. Three of the Coordinator positions funded in 1983-84 were established within the placement agency's budget as of April 1984 (Manitoba Society of Seniors; Culture, Heritage and Recreation, Recreation Resource Development Section; and Consumer and Corporate Affairs).

The objectives of the Volunteers in Public Service Program were:

- To provide work experience opportunities for youth and other people outside the primary labour force;
- To encourage greater public involvement in government services and activities through volunteer participation;
- To provide opportunities for government branches/agencies to expand their ability to reach established objectives through volunteer participation; and
- To provide the recognition of volunteer employment as a valued and a self-fulfilling experience.

Volunteer programs operating through the Volunteers in Public Service in 1984 continued to provide a variety of services to both the participating branches/agencies and to the public at large. Included among these services were those targeted to youth, the elderly, the mentally, socially and economically disadvantaged, new immigrants, and to the areas of human rights, consumer protection and

awareness, culture and heritage, recreation, sports and fitness. Over 500 volunteers contributed 13,779 hours of service from January 1, 1984 to December 31, 1984.

As well, the Volunteers in Public Service Program provided valuable work experience and training in various management areas to the Coordinators of Volunteers. Coordinators attended training sessions to improve their skills in program planning and evaluation, personnel related areas such as interviewing, selection, supervision, training and evaluation of volunteers, public relations and promotion, and developing policies and procedures.

Volunteers participating in the various programs were given opportunities to make valuable contributions to their communities, share skills and interests, develop new skills, explore possible career choices, and gain work experience and training.

In the summer of 1984, the Volunteers in Public Service Program established the Manitoba Youth Volunteers in Government Program. This unique program was in response to International Youth Year in 1985. The Coordinator identifies volunteer placements for youth, 15 to 24 years of age, in a variety of provincial government branches/agencies that are matched to the youth's career and/or educational interests.

Manitoba Jobs and Training Program

The Manitoba Jobs and Training Program was introduced in September, 1984 as a \$7,000,000 Jobs Fund initiative offering wage assistance on a year-round application basis.

The objectives of the Manitoba Jobs and Training Program are:

- To create additional, long-term employment opportunities for unemployed Manitobans; and
- To provide employers with an opportunity to obtain assistance in training new employees.

The Program is available to any registered business, larger institutional organization or community/non-profit group operating in Manitoba and in operation prior to program application.

The Program consists of two components:

- The Direct Employment Component assists employers in offsetting salary costs for up to 20 weeks (800 hours).

- The Training AND Employment Component offers employers assistance in the development of comprehensive training plans for new employees while receiving a portion of the wage for up to 30 weeks (1200 hours).

All positions must provide a minimum of 300 hours of employment with a minimum of 30 hours per week.

Under the terms of this program, businesses and larger institutional organizations are eligible to apply for a maximum of three positions per independent work location. For each approved position, employers receive 50% of the hourly wage paid up to a maximum wage assistance of \$4.00 per hour plus an employee benefit allowance of up to 10% of the wage assistance.

Community/non-profit groups are eligible to apply for a maximum of two positions per independent work location. For positions approved under the Direct Employment Component, employers receive wage assistance at a rate of up to \$4.80 per hour plus an employee benefit allowance of up to 10% of the wage assistance. If approved under the Training and Employment Component, employers are eligible to receive 50% of the hourly wage paid up to a maximum wage assistance of \$4.00 per hour plus an employee benefit allowance of up to 10% of the wage assistance for each approved position.

The Program gives priority to those positions being filled by employees who fall within the "Special Needs" category (i.e., immigrants, disadvantaged youth, social assistance recipients, the mentally and physically disabled and natives). In addition, a number of departmental branches and outside organizations work directly with the Program in placing "Special Needs" clients.

Engineering and Science Graduates Program

The Engineering and Science Graduates Program was implemented by the Manitoba Jobs Fund in July, 1983 to encourage employers to create jobs for 1983 graduates from Manitoba universities.

The objectives of the Engineering and Science Graduates Program were:

- To create new, permanent jobs for graduates from Manitoba universities who were unable to find employment in their respective disciplines;

- To provide the opportunity for trained graduates to develop their skills while offsetting training and entrance costs for Manitoba employers; and
- To help transfer technology to smaller firms and upgrade the Province's industrial base.

The Engineering and Science Graduates Program provided wage assistance to Manitoba businesses willing to create permanent jobs for professionally-trained graduates.

Approved employers were eligible to receive 60% of the per annum salary per employee up to a yearly maximum subsidy of \$12,675.00. The maximum benefit each employer was eligible for was \$50,000. Employers were eligible for subsidization for up to 52 weeks.

It was the responsibility of the employee and employer to initiate and pursue discussion as to the feasibility of creating a new position which adhered to the program criteria. A joint application was then submitted for approval. Referral assistance was provided in cases where an employer could not identify a suitable candidate for the position.

The program began July 18, 1983 and will continue to provide wage assistance to participating employers until January, 1985. The program involved a total provincial commitment of \$1,000,000 (over fiscal years 1983-84 and 1984-85) which resulted in the employment of approximately 76 graduates.

Manitoba Graduates in Business Program

In July, 1984 the Manitoba Jobs Fund introduced Manitoba Graduates in Business, a new initiative which replaced the Engineering and Science Graduates Program.

The objectives of the Manitoba Graduates in Business Program are:

- To promote growth, particularly in small or medium-sized Manitoba businesses, by allowing them to hire expertise they could not otherwise afford; and
- To promote the employment of Manitoba graduates, on a permanent basis within the province.

The Manitoba Graduates in Business Program offers wage assistance to employers creating new, permanent, professional/technical positions in the following functional areas: engineering, science, product development and design, technology adaptation, human resource

management, production operation management, finance, international trade and marketing. Positions proposed for funding must contribute to the viability or growth of the business and hence the economic growth of Manitoba.

Approved employers are eligible to receive 60% of the gross wage paid per employee for the first half of the approved employment period and 40% of the gross wage paid per employee for the second half of the approved employment period. The maximum subsidy period is 52 weeks with the total subsidy per position not exceeding \$10,500. The maximum benefit each employer is eligible for is \$21,000.

The program will continue to receive applications either until March 1, 1985 or until all program funds have been committed. The employee and employer are responsible for initiating and pursuing discussion as to the feasibility of creating a new position which adheres to the program criteria. A joint application is then submitted for approval. Matching assistance is provided in cases where an employer cannot identify a suitable candidate for the position.

The program involves a total commitment of \$1,500,000 from the Manitoba Jobs Fund to accommodate 140 positions at full subsidy. As of December 31, 1984, 63 graduates were employed under the program.

Youth Business Start

Youth Business Start was introduced as a pilot program by the Manitoba Jobs Fund in 1984 and is operated by the Employment Development and Youth Services branch in cooperation with Manitoba Business Development and Tourism.

The Youth Business Start Program offers financial assistance and business training to young Manitobans, 18-24 years of age, starting up new businesses in Manitoba. To be eligible for funding assistance businesses are to be year-round and operated on a full-time basis.

Under the financial assistance terms of this program, each approved applicant is partially reimbursed for expenses incurred up to a maximum of \$4,000. Two applicants per business are eligible to apply, up to a maximum reimbursement of \$8,000. Each business must identify a qualified business advisor to provide voluntary guidance through the developmental stages. Prior to program acceptance, each applicant must attend a half-day orientation to discuss the application and program regulations.

The business training provided through the program consists of a two-day business seminar, a 30-hour business course and on-site consultation provided through C.A.S.E. (Consulting Assistance for Small Enterprises), a service of Manitoba Business Development and Tourism. The training is provided at no cost to the applicants, and all applicants are required to attend.

An Advisory Board with representation from business and government assesses the viability of all business applications and makes recommendations for funding.

The budget for Youth Business Start is \$400,000. Applications to the program will be accepted until all funds are committed.

Employment Training and Regional Services Branch

O. Refvik — Director

The Employment Training and Regional Services Branch consists of the New Careers Program, Northern Employment Support Services and Southern Employment Resource Centres, and has the following objectives:

- To deliver services and conduct such activities as will result in employment and job-related skill development for residents of all parts of Manitoba;
- To design, deliver and evaluate training programs focussed on specific target groups, particularly those which are experiencing economic, social or geographic barriers to education and employment;
- To provide an effective administration and delivery base in rural and Northern Manitoba for job creation initiatives of Manitoba Employment Services and Economic Security and other departments of government; and
- To maximize the participation of people of native ancestry and the rural disadvantaged in current economic activity through innovative training and job creation initiatives.

New Careers Program

The New Careers Program offers a combination of on-the-job and classroom training to equip trainees with the skills required to gain entry to jobs in the provincial Civil Service, publicly-funded agencies and the private sector.

In the past years, New Careers has further diversified its services in response to growing requirements for training: more than half of the participating employers are now cost-sharing their training programs, thus allowing the program to enroll a greater number of trainees. The increasing credibility and quality of New Careers training programs is reflected by the fact that it is now the principal non-institutional training preference for a number of native organizations. New Careers is now the major training agency in the area of native child and family service workers. This is particularly important in light of the responsibility recently given native groups for control of native child and family services. New Careers is in a similarly favourable position with the Frontier School Division where it has become the chief source of training for the Division's non-teaching paraprofessionals.

New Careers has also established the Stevenson Aviation Technical Training Centre for apprenticeship/endorsement training for aircraft mechanics.

The New Careers Program is cost-shared with the Federal Government. Approximately one-half of monies expended by the program are recovered from the Federal Government.

NEW CAREERS TRAINING ACTIVITIES IN 1984

<u>Major Training Activities Completed</u>	<u>Number of Trainees</u>
Child & Family Service Workers —	
Children's Aid Society	11
Aircraft Mechanic Endorsement Courses	18
TOTAL	29
<u>Training Activity Underway as of The End of the Reporting Year</u>	<u>Number of Trainees</u>
Aircraft Mechanics —	
Apprenticeship	20
Aircraft Mechanics —	
Endorsement Courses	48
Residence Counsellors —	
Frontier School Division	15
Budget/Financial Analysts —	
All Chief's Budget Committee	14
Child & Family Service — Awasis	38
School Counsellors — Frontier School Division	15
Drafting Technician — Natural Resources	1
Juvenile Counsellor —	
Children's Home	1
Community Resource Workers —	
Friendship Centres	11

Native Trainers	14
Store Managers	17
Natural Resource Officers — Natural Resources	7
Chemical Abuse Workers — NACM/Sagkeeng	19
Child & Family Service Worker — Province	15
Chemical Abuse Workers — Core/AFM	23
Museum Technician — Museum of Man & Nature	2
Writer/Broadcaster — Canadian Broadcasting Corporation	2
Bus Drivers	10
Carpentry	10
TOTAL	282

Northern Employment Support Services

Operating out of five Regional Offices at Thompson, Leaf Rapids, Churchill, The Pas, and Winnipeg (Lake Winnipeg Region), the Northern Employment Support Services unit extends services to northern Manitoba, offering job creation employment assistance, relocation support, youth employment, training identification and home advisory support.

Employment Counsellors co-operate with employers in assisting workers, most of whom have families to relocate from their home communities to centres offering employment and/or training leading to employment. During 1984, for example, assistance was provided in moving eleven students to Brandon University Native Teachers Education Program training centres. Support provided to these individuals and their families included assistance with transportation, housing, schooling, health, recreation activities, and on-going counselling during the period of transition from remote to urban environments.

As well, during the summer of 1984, Northern Employment Support Services administered the Northern Youth Corps Program which provided grants to northern communities to employ local young people on community improvement projects. Manitoba Employment Services and Economic Security provided a budget of \$459,900 for this program, 60 percent of which was recovered from the federal government under the conditions of the Northern Development Agreement. The Manitoba Jobs Fund also contributed an additional \$200,000 to the program. In 1984, the Northern Youth Corps provided summer employment for a total of 546 workers and supervisors.

The five centres also assisted in the Department's delivery of Manitoba Careerstart '84, the Manitoba Jobs and Training Program, the Manitoba Community Assets Program in northern Manitoba, and the Northern Community Assets Program, an initiative of the Manitoba Jobs Fund and Manitoba Northern Affairs.

During 1984, Northern Employment Support Services placed 434 individuals in employment, training and related programs. A total of 9,186 community, employer, client and other agency contacts were made.

Southern Employment Resource Centres

Southern Employment Resource Centres are responsible for the development and delivery of employment and training initiatives in southern Manitoba outside Winnipeg. The objectives of this unit include:

- To design, implement and evaluate employment and training programs targetted to rural residents of Manitoba;
- To provide an effective administration and delivery base in all southern regions of the Province, excluding Winnipeg, for training and job creation initiatives undertaken by Manitoba Employment Services and Economic Security and other government departments;
- To co-ordinate informational and program initiatives of the Department's Employment Services Division at a regional level; and
- To facilitate the participation of rural employers and non-profit community groups in programs offered by Manitoba Employment Services and Economic Security, the Manitoba Jobs Fund and other government departments.

Southern Employment Resource Centres are located in Brandon, Killarney, Teulon, Winkler, Steinbach, and Dauphin. In 1984, each regional Employment Resource Centre was actively involved in the administration and delivery of several job creation programs including Careerstart '84, the Manitoba Jobs and Training Program, the Manitoba Graduates in Business Program, Youth Business Start, the Manitoba Youth Job Centre Program and the Manitoba Community Assets Program.

In 1984, Southern Employment Resource Centres assisted other programs and services, such as the Job Opportunity Service, the Student Temporary Employment Program, the Volunteers in Public Service Program, and apprenticeship with coordination and information functions. Working closely with the New Careers Program, a local Hydraulics Trainings Program was coordinated by each Employment Resource Centre.

Federal/Provincial Programs Coordination Branch

D. McCulloch — Director

The Federal/Provincial Programs Coordination Branch is responsible for the development and administration of three major program and service areas:

- Federal/Provincial Programs Coordination
- Manitoba Community Assets Program
- Selkirk Training Plant

The development and administration of those programs and services occur within the context of two general branch objectives:

- To develop and deliver training and employment programs and services beneficial to Manitobans; and
- To assist Manitobans to participate effectively in the labour force.

Federal/Provincial Programs Coordination

The Federal/Provincial Programs Coordination Unit operates under a set of eight major objectives:

- To operate the Manitoba Community Assets Program;
- To facilitate and coordinate an exchange of information relevant to new job creation thrusts initiated jointly or independently by the federal or provincial governments;
- To provide a focal point for liaison and input of a provincial perspective into federal employment development programming;
- To initiate provincial strategy aimed at maximizing benefits and reviewing applications of the utilization of Unemployment Insurance funds for job creation purposes;

- To explore and develop potential or complementary employment development thrusts utilizing federal and provincial funding;
- To coordinate provincial response with respect to manpower implications of plant closures and major layoffs and develop programming options to address the employment problems of those directly affected by layoff;
- To negotiate training purchase levels by the Canada Employment and Immigration Commission (CEIC) with provincial training priorities and strategies and maximizing the flow of federal funds to the province through allocations under the National Training Act; and
- To coordinate and develop agreements with the Canada Employment and Immigration Commission in both training and employment areas pertinent to major provincial thrusts such as the Limestone Hydro Project.

This unit provides a system of liaison with the Canada Employment and Immigration Commission to share information on federal and provincial job creation programs. This includes reviews of both applications and approvals under specific job creation programs including Canada Works, Section 38 of the Unemployment Insurance Act, Summer Canada, Career Access and the Volunteer Initiatives Program to enable provincial comment. Approvals under the Manitoba Employment Action Program, Careerstart and Manitoba Community Assets Program were communicated to CEIC to assist in their program planning. Such information exchange has been useful in identifying gaps in program coverage as well as avoiding overlap among programs.

The branch maintains a focus on federal/provincial liaison in both employment and training matters through participation on the Labour Market Needs Committee. This includes responsibility for provincially chairing both the Training and Related Programs Sub-Committees of the Labour Market Needs Committee. A primary function involves negotiating the levels and types of training to be purchased by the federal government (CEIC) under terms of the National Training Act.

Recently, the branch has become involved, along with federal counterparts, in working with specific industries and companies, including both management and labour, who are seeking solutions to labour force adjustment problems

as a result of an impending plant closure, major layoffs or changing human resource requirements.

During the final months of 1984, the branch undertook responsibility for developing systems and negotiating agreements with the Canada Employment and Immigration Commission centering on effective skill development and employment referral mechanisms for persons, particularly northern Manitobans, interested in future employment on the Limestone Hydro Project.

As part of its federal/provincial liaison activities, the branch administered the NEED/Employment Development Program, which commenced in early 1983 and continued operation throughout 1984. The program was initially scheduled to conclude in June 1984; however, an extension of the program was approved until March 1985. The extension has permitted nearly two dozen major projects to continue and be completed. As a result, employment has continued to be created through the Program and long-term benefits generated within communities have been ensured by completion of these projects.

NEED is a joint federal/provincial initiative whereby a total of \$24 million was directed at the creation of employment intensive projects designed to develop new job opportunities for Manitobans who have exhausted their Unemployment Insurance benefits or are in receipt of social allowances. The Province's contribution of \$12 million to this program was provided by the Manitoba Jobs Fund. Project sponsors within the private business, non-profit and municipal government sectors have augmented program funding levels with contributions to projects of approximately \$25 million.

NEED has not only created additional immediate employment but has resulted in longer-term employment opportunities and skill development of many individuals employed on projects, as well as improvements and expansions of lasting value to numerous community facilities across the province.

The Program is now in its final stage. The 156 projects which were approved generated a total of 2,646 jobs creating nearly 55,000 weeks of work.

Manitoba Community Assets Program

During 1984, the Federal/Provincial Programs Coordination Unit undertook primary responsibility for the development, implementation and administration of the Manitoba Community Assets Program, a Manitoba Jobs Fund initiative. The Program has been designed to encourage community organizations, municipalities and local government districts to undertake capital projects which offer immediate employment opportunities and result in long-term benefit to communities in terms of improved services and facilities.

Community organizations have been encouraged to develop projects involving construction, renovation or expansion to recreation, library and museum facilities, facilities for the elderly or disabled, and cultural, tourist or other facilities which will be accessible to the general public and benefit the community at large. Municipal and Local Government District sponsors have been encouraged to develop projects primarily involving construction, expansion or repair of bridges utilized in public thoroughfares or firehalls.

The Program is directed to communities in southern Manitoba and northern urban centres not eligible for participation in the Northern Community Assets Program. In terms of employment generation, projects are required to employ Manitoba residents with preference given to local residents.

The Program requires cost-sharing of projects with the project sponsor. Normally, the Manitoba Community Assets Program may contribute up to 50% of direct costs of the project to a maximum of \$75,000. The remaining costs of the project, at least 50%, must be met by the sponsor from other non-provincial funding sources.

Applications for the program were received until the end of August 1984. Approved projects will be carried out over varying periods of time between September 1984 and June 1985.

A total of 415 applications were received for the program resulting in approval of 261 projects. These projects are expected to generate 2,988 jobs creating 19,298 weeks of work.

The 261 project approvals represent a range of sponsor and project categories:

Arts and Cultural Groups	19
Churches	21
Day Care Centres	11
Native Groups	14
Recreation Organizations	91
Social Service Organizations	21
Other Community Organizations	34
Municipalities	50
TOTAL	261

The \$8 million allocated to the program in fiscal year 1984/85 will lever approximately \$26.5 million in sponsor contributions required to meet total project costs.

Selkirk Training Plant

The Selkirk Training Plant operates under the direction of two primary objectives:

- To develop marketable job skills among unemployed individuals with a view to enabling their entry into the work force; and
- To provide a wide variety of wood and metal items for provincial departments and other governmental agencies.

In order to achieve these objectives, the Plant provides a combination of classroom and practical workplace training aimed at improving general work practices and specific occupational skills.

The Plant's program provides for a 26-week training course divided into three phases:

- Phase 1: (6 weeks) Classroom instruction in such areas as basic mathematics, communications and trades introduction.
- Phase 2: (10 weeks) Practical training divided between the production floor and the demonstration room where each trainee must complete eight practical projects.
- Phase 3: (10 weeks) Production training and up to two weeks' work experience with a prospective employer. A total of 40 hours may be utilized by the trainee for job interviews and other job search activities.

A positive program of locating employment for graduating trainees is undertaken by Plant staff. Prospective employers are contacted, the program is explained, two-week practical attachments are arranged and, where trainees

are employed, follow-up counselling is provided as needed.

The Program is directed at employment disadvantaged individuals. The training and experience provided is directed towards improvement of work habits and job skills to enable individuals with poor work history, limited education levels or other social adjustment problems to improve their prospects of obtaining and retaining permanent gainful employment.

During 1984, the Plant's efforts to identify potential employers resulted in 62 additions to the roster of employers who cooperate with the Plant by keeping Plant staff aware of openings and providing two-week trial attachments to graduates. Comparative statistics indicate that this part of the Plant's program is assisting graduates to take advantage of improving employment conditions:

	1981/82	1982/83	1983/84
Number of graduates	36	37	49
Number of graduates placed in jobs	13	15	27
Percentage of graduates placed in jobs	36%	39%	55%

These placement figures are compiled at the time of graduation from the Plant.

To permit trainees to advance at their own pace during Phase 1 of the Program, individualized instruction packages have been developed on basic production training fundamentals and on such safety topics as eye protection, heavy lifting techniques and fire safety.

A policy of leave-of-absence for drug and alcohol treatment was introduced. This enables trainees to take time to deal with these problems before moving on to the next phase of training.

The estimated market value of items produced in the past reporting year was in the order of \$700,000. Included was \$125,000 worth of facilities manufactured for the Papal Mass and the renovation of room furnishings for Gull Harbour Lodge. New product lines consisted of truck cab protectors, van safety dividers and forest fire fighting equipment such as hose drying equipment and pump wagons.

Human Resources Opportunity Program

M. Pedlow — Director

The Human Resources Opportunity Program is intended to assist those individuals who experience continued difficulty in finding and maintaining employment to re-enter the workforce. Specific attention is given to persons receiving, or likely to receive, social assistance. It is believed that, given appropriate opportunities, disadvantaged persons will not choose to be dependent on public assistance. The Program is therefore preventive and remedial.

Program clients must demonstrate a need for special help in finding employment, and be willing to pursue technical or vocational courses leading to employment or to acquire the social skills needed to sustain them in training and employment.

The Program draws on the resources of other provincial, federal and municipal departments and the private sector to provide financial and technical assistance. Training programs at community colleges, private trade schools and in industry are used extensively. Work experience placement in regular work settings is a major component of programming. Financial resources provided directly are used to bridge gaps in existing services or to provide services not available through other means.

Human Resources Opportunity Centres operate within the Human Resources Opportunity Program and provide for those persons who require a more intensive, hands-on approach to counselling and job training.

The Centres provide a combination of job training and work experience which is received through involvement in on-site work bases and

community work placements in hospitals, nursing homes, day care centres, private businesses and other regular employment settings. Centres also play an important role in helping participants improve their self-confidence through counselling and life skills training which familiarize them with budgeting, basic banking, problem-solving, communicating, diet and personal hygiene. A participant can remain in a centre for up to six months.

The province has seven Centres, located in Winnipeg, Brandon, Portage la Prairie, Dauphin, Gimli, The Pas and Beausejour. Centres work closely with other provincial government departments including the Department of Natural Resources, for which they set up work crews as part of the Dutch Elm Disease Control Program.

During 1984, Centres provided service to 1,490 persons. Of these, 346 remained in Centres at year end. Of the 990 who left after the assessment period, 521 were placed in employment or in training programs elsewhere. Another 196 completed the program and were considered job ready. Of these, a number found work within a short period of time. A number of persons were referred to other agencies or services for specialized help.

Centres also delivered other programs, including:

- A summer student program for school drop-outs;
- A driver education program;
- A mothers' allowance group pre-employment program; and
- A job club which helps participants develop job search skills and participate in carrying out a job search.

**Human Resources Opportunity Program
Job Placement by Region
January 1 to December 31, 1984**

Region	Method of Placement							
	Social Allowance				Non-Social Allowance		Total	
	Mothers' Allowance		Other Social Allowance					
	By H.R.O.P. Staff	Self	By H.R.O.P. Staff	Self	By H.R.O.P. Staff	Self	By H.R.O.P. Staff	Self
Central	3	9	2	5	6	28	11	42
Eastman	3	6	1	5	14	24	18	35
Interlake	1	1	2	1	7	12	10	14
Parkland	4	3	6	6	30	6	40	15
Westman	28	1	24	0	58	0	110	1
Winnipeg	30	24	5	5	5	3	40	32
TOTAL	69	44	40	22	120	73	229	139

**Human Resources Opportunity Program: Applications
(New and Re-Opened Cases Only) By Source of Referral and Region
January 1 to December 31, 1984**

Regional Office	Source of Referral	Income Security	Personal Service	Municipal	External Agencies	Human Resources Centres	Self	Total Applications
Central		27	1	15	13	0	42	98
Eastman		39	3	0	23	0	35	100
Interlake		49	10	8	25	0	39	131
Parkland		34	3	6	8	0	92	143
Westman		48	10	26	46	0	119	249
Winnipeg		523	2	0	4	16	8	553
TOTAL		720	29	55	119	16	335	1,274

**Human Resources Opportunity Program: Program Caseload
Movement By Category of Service
January 1, 1984 to December 31, 1984**

Caseload Category	Number of Cases Jan. 1/84	Intake	Reclass In	Reclass Out	Outgo	Number of Cases Dec. 31/84	Intake Category As a %
Employment Services	46	22	162	120	59	51	1.8
Vocational Counselling	509	1,188	431	937	826	365	93.3
Vocational Training	204	8	250	154	117	191	.6
Work Assessment	19	3	20	36	5	1	.2
Work Training	7	3	63	25	9	39	.2
Human Resources Centres	181	37	506	462	58	204	2.9
Special Projects	11	12	64	59	3	25	.9
Employment Services Follow-up Counselling	179	1	378	81	342	135	.1
TOTAL	1,156	1,274	1,874	1,874	1,419	1,011	100.0
Incidental Services*	JANUARY TO DECEMBER — 804						

*Incidental Services — Singular Counsellor Involvement with an individual.
(referral service, information giving, etc.)

Human Resources Opportunity Centres: Calendar Year 1984

CENTRES	In Centres at Jan. 1/84	Intake During Year	Total Clients Served During Year	Number that left before completing their training			Completed Program (were considered job completion/a significant number attain- ed employment within a few weeks)	Clients who completed the Program and were placed in employment or further training	Clients in Program at Dec. 31/84
				During Assessment (1st month)	During Rest of Program (withdrew or suspended)	Referred to Other Programs which could more appro- priately meet their needs			
Winnipeg Human Resources Opportunity Centre	95	348	443	65	44	22	47	157	108
Westbran Human Resources Opportunity Centre	73	345	418	37	78	23	79	117	84
Central Human Resources Opportunity Centre	40	75	115	8	10	16	10	36	35
Parklands Human Resources Opportunity Centre	27	93	120	8	23	4	5	51	29
Interlake Human Resources Opportunity Centre	33	106	139	7	26	nil	18	49	39
The Pas Human Resources Opportunity Centre	31	100	131	22	17	2	18	48	24
Eastman Human Resources Opportunity Centre	26	98	124	7	7	1	19	63	27
TOTAL	325	1,165	1,490	154	205	68	196	521	346

Within the above totals the following Special Programming was carried out (A number of these participants were also involved in on-site programming, as well as Special Programs.): Community Work Experience 611

C.O.P.E. (Mothers' Allowance Pre-Employment Program) 132

Summer Student Program 131

Driver Education Program 13

Job Club 64

Immigration and Settlement Branch

E. Carriere — Director

The Immigration and Settlement Branch of Manitoba Employment Services and Economic Security is responsible for the development of policies and programs which enable the provincial government to respond to issues related to immigration, demography, citizenship and settlement.

The major objectives of the Branch are:

- To ensure that levels and composition of immigration to Manitoba (including refugees) support the attainment of Manitoba's demographic, humanitarian, economic and labour market goals, and reflect Manitoba's capacity to absorb newcomers with respect to the labour market, health and social services.
- To facilitate immigrants' effective attainment of self-sufficiency and ability to participate fully in the social, political and economic life of Manitoba, which includes maximizing employment opportunities for immigrants.

The Branch is divided into two functional units:

- The Program and Demographic Analysis Unit undertakes activities related to demographic information and analysis; screening offshore recruitment of workers; implementing a program for admitting special needs refugees; recommending immigration levels for Manitoba based on consultation with the federal government and non-governmental organizations; reviewing and proposing immigration policy, arrangements and agreements.
- The Newcomer Service Unit undertakes activities related to the development and translation of information materials for immigrants; administration of a grants program for community organizations involved in providing settlement services to immigrants; development of programs to enhance immigrants' equitable access to necessary services; maximizing equivalency and employment opportunities for immigrants; and joint responsibility, with Manitoba Education, for the design and delivery of English as a Second Language (ESL) programs.

These activities are carried out in cooperation with a number of other Manitoba government departments and involve a close working relationship with federal departments and community groups.

As part of its on-going activities, the branch has undertaken several reviews and projects relating to: business and entrepreneurial immigration; special health and community service access needs of refugees and other immigrants; reviewing options for restructuring of adult language training for immigrants; funding community-based projects which improve settlement services for immigrants; consulting nationally on global and domestic refugee issues and developing and translating settlement orientation material for immigrants.

There continues to be a demand for demographic data concerning immigrants as well as for informational background for program design and coordination. To meet these needs more effectively, the branch now produces a standardized statistical annual report on immigration to Manitoba and has access to more detailed and up-to-date immigration statistics. In addition, the branch has conducted a number of surveys regarding the employment status of immigrants in the province. Such information represents Manitoba's input into the federal determination of the size and composition of Canada's immigrant intake for the following calendar year.

Areas of Branch activity and initiative during 1984 included:

Special Program to Assist Refugees (SPAR)

In 1984, six refugees were admitted to Manitoba under the Special Program to Assist Refugees (SPAR). Since its initiation in the fall of 1981, over 30 refugees and their families have benefited from this program which facilitates the resettlement in Manitoba of newcomers with special needs through the cooperation of private sponsors and the federal and provincial governments.

Newcomer's Guide to Manitoba

During 1984, the Branch continued to work on the development of other language versions of the *Newcomer's Guide to Manitoba*. The guidebook, a comprehensive source of information for newcomers as well as for professionals in the immigrant settlement area, provides information on settlement services and life in Manitoba.

Initially published in English, the book became available in Polish, Spanish, and Vietnamese, and translations into Punjabi, Chinese and French were begun.

The Polish and Punjabi versions are being produced in cooperation with the respective ethno-cultural organizations. Production of the French version is being done cooperatively with the Translation Services branch of Manitoba Culture, Heritage and Recreation.

The book is being distributed to newcomers to Manitoba, immigrant service providers, ESL teachers, and government and non-government organizations which deal with newcomers.

In addition, the English version of the book is distributed at major points of entry to Canada and through service organizations and bookstores. Copies are also available at some posts abroad for business immigrants intending to come to Manitoba. It has been distributed to all schools in the province, and requests from libraries across Canada, Great Britain and Australia have been met.

Welcome News

A joint effort by the Immigration and Settlement branch, Winnipeg School Division #1, the Adult Continuing Education branch of Manitoba and the Federal Department of the Secretary of State, "Welcome News" is a graded language newspaper for ESL learners. Seven thousand copies are distributed at no charge across the province of Manitoba.

"Welcome News" is a tool to familiarize ESL learners with the features of an English language newspaper and to provide settlement information to ESL learners. The newspaper serves as curriculum material for ESL classes providing news information relevant and of concern to ESL learners.

Ten issues of "Welcome News" were produced in calendar year 1984. Five volunteers representing various linguistic and cultural immigrant groups participated in the production of "Welcome News".

Joint ESL Directorate

In order to better meet adult immigrant language learning needs through an integrated approach to adult ESL programming, a joint directorate was established in 1983 involving the language and orientation coordination role of the Immigration and Settlement Branch and the ESL curriculum development role of the Adult and Continuing Education Branch of the Post-Secondary, Adult and Continuing Education Division (P.A.C.E.) of Manitoba Education.

Resulting ESL programming enables adult immigrants to acquire the English language skills needed for: occupational skill training, appropriate job placement, increased occupational mobility, equitable access of services, avoidance of injury and illness caused by unfamiliarity with the North American environment, developing an understanding of the individual's rights and responsibilities as an active participant in Canadian society, acquisition of citizenship and access to further education.

Federal/Provincial Adult ESL Needs Assessment

This was a joint undertaking of Immigration and Settlement, the P.A.C.E. division of Manitoba Education and the federal Department of the Secretary of State to determine the English language training needs of adult immigrants in Manitoba. It was completed in July 1984 and has been distributed to concerned groups and individuals for feedback.

P.A.C.E. Working Group on Adult ESL

The Joint Directorate is participating in the formulation of recommendations for the restructuring of adult ESL instruction in the province. As part of this process, the P.A.C.E. Working Group held a series of meetings where presentations were made by individuals and agencies concerned with adult ESL in the province. A report was completed and circulated for feedback amongst concerned groups in the immigrant-servicing, ethno-cultural and native communities. A summary of this feedback was in preparation at the end of 1984.

Immigrant Women

A pilot, community-based parent and preschool ESL program was developed by the branch in 1984 to assist housebound immigrants to access ESL training opportunities. This special program, which is being jointly undertaken with Manitoba Education and Winnipeg School Division #1, became operational in October 1984 and will be evaluated in April 1985.

Fourteen immigrant women receive basic literacy/ESL instruction with emphasis on building life skills for urban Canadian living. Bilingual ESL tutorial support is also provided to women with low levels of literacy in their own language.

Eighteen children participate in an on-site preschool ESL program delivered by a trained childcare professional and four volunteer preschool aides. The preschool program aims to provide children with language and life skills development opportunities to facilitate their integration to regular childcare, public school and/or other group settings.

Other groups and agencies who have provided input to this special program include the Manitoba Interfaith Immigration Council, who act as sponsors, the Manitoba Child Daycare Program, who participated in the training of volunteer preschool aides and who provide on-going consultative input, the Immigrant Women's Association of Manitoba, Winnipeg Boys and Girls Club, Refugee Community Workers Training Program, as well as other community-based agencies.

The Branch continues to address immigrant women's concerns through a range of branch activities including the provision of grants, employment assistance initiatives, volunteer development projects consideration, inter-agency and interdepartmental coordination and participation in committees, conferences or other undertakings that respond to immigrant women's issues.

Preschool ESL Children

The Branch works closely with the Manitoba Child Daycare Program, other groups concerned with childcare issues and professional ESL associations to address the needs of preschool ESL children. In February, 1984, Immigration and Settlement, with the cooperation of the Manitoba Child Daycare Program, the Manitoba Child Care Association, and Teaching/Teachers of ESL Manitoba planned and coordinated in-service training sessions for childcare professionals working with preschool ESL children. Approximately 80 childcare personnel from different areas of Manitoba participated in sessions dealing with the special needs of immigrant children.

Resource materials covering preschool ESL programming issues are also available through the Branch.

Employment Development

In 1984, in response to the high level of unemployment experienced by immigrants and refugees, specific initiatives were introduced which reflected the aim of the Branch to increase the accessibility of provincial employment initiatives not only within the immigrant communities but also within Manitoba's labour market.

Since 1983, employment disadvantaged immigrants have received priority consideration as part of special measures components of provincial job creation programs. Preliminary reports on the Manitoba Employment Action Program (1983-84) indicated early in 1984 that between 40 and 50 newcomers found jobs as a result of this special focus.

The Branch adopted a pro-active approach by marketing the Manitoba Careerstart '84 program directly to employers (both private sector and non-profit agencies) sympathetic to the employment needs of immigrant youth and students. Forty-two newcomers gained valuable Canadian work experience as a result.

During the latter part of 1984, the Branch increased its involvement in developing and enhancing the "job finding" capabilities of the immigrant serving agencies and ethnic community groups. In addition to orientation and training sessions, the Branch assisted two agencies in securing funding for two job finder positions.

The initial effects of this thrust are reflected in the response to the Manitoba Jobs and Training Program which was introduced in the fall of 1984. In the period between October 22, 1984 and December 31, 1984, 27 newcomers secured employment through the referral and placement efforts of three immigrant serving agencies. The Branch maintains a very close working relationship with the Employment Development and Youth Services Branch and continues to provide constant support and guidance to the "job finding" network.

In 1984, the Manitoba Jobs Fund approved funding for Program Recognition: Manitoba Work Experience for Professionally and Technically Trained Newcomers. This pilot program is designed to assist a small number of technically and professionally trained newcomers in finding meaningful Canadian work experience in their fields of expertise. The Branch will also work with accrediting and licensing organizations to determine the most effective means of achieving equivalency certification for these and other newcomers. The initial intakes are scheduled for early 1985.

Two employment surveys were conducted in 1984, sampling selected nationals from India, Korea and the Philippines. This was a continuation of surveys done in 1983 involving the Southeast Asian and Eastern European communities. The information from the 1983 surveys is now available; that from the 1984 surveys will be available early in 1985.

Newcomer Services Support Program

The Newcomer Services Support Program provides financial support to private, non-profit organizations involved in newcomer orientation and settlement activities. A program budget of \$25,000 is available in fiscal 1984-85 for projects which address the language and employment needs of immigrants.

Six projects were funded between January and December, 1984 under three grant categories:

- * Settlement Materials and Project Development
- * Community Group Development
- * Settlement and Adaptation Research.

Immigrant Access Service

In November, 1984, Cabinet approved the establishment of an Immigrant Access Service to be operated by the Immigration and Settlement Branch. This new program will assist newcomers to access provincial services. Five trained counsellor/interpreters will act as a bridge between immigrant communities and the generic human service system. These counsellor/interpreters will be recruited initially as interns and ultimately as graduates, from the Refugee Community Workers Training Program of the Core Area Training and Employment Agency.

The objectives for the Access Service include:

- Facilitating immigrant access to provincial services, such as employment, child and family health, income security and the judicial system;

- Providing a data base that accurately reflects the scope of provincial services required and utilized by the immigrant community. This information will be used by a range of services for planning, monitoring and evaluation purposes; and
- Extending the service capability of existing service agencies to meet the needs of immigrants.

A consultation process and advisory structure will be established early in 1985 in order to provide the necessary input and interagency coordination to the planning, delivery and evaluation of the Immigrant Access Service.

Immigrant Settlement Volunteer Program

In cooperation with the Volunteers in Public Service Program of the Employment Development and Youth Services Branch, the Immigration and Settlement Branch developed a volunteer program to extend its services and activities and promote the concept of volunteerism as a useful tool to assist the settlement process of newcomers.

Through this program, volunteers have an opportunity for personal growth and the development of job skills and Canadian contacts.

Immigration to Manitoba By Class

	Family Class		Assisted Relatives		Independent		Refugee and Designated		TOTAL	
	1983	1984*	1983	1984*	1983	1984*	1983	1984*	1983	1984*
Canada	48,698	34,974	4,997	6,046	21,495	16,939	13,967	10,750	89,157	68,709
Manitoba	2,149	1,352	238	278	755	646	836	685	3,978	2,961
Manitoba % of Total	4.4%	3.9%	4.8%	4.6%	3.5%	3.8%	6.0%	6.4%	4.5%	4.3%

*January 1 to September 30, 1984

SOURCE: Canada Employment and Immigration Commission: Landed and non-landed immigration data systems.

Training Agreement Administration Branch

A. Berg — Director

The Training Agreement Administration Branch works with federal and provincial departments to co-ordinate the purchase by the Canada Employment and Immigration Commission of adult occupational training services from the Province to meet identified needs of the provincial labour force as determined by the Canada-Manitoba Labour Market Needs Committee.

The objectives of the Branch, arising from obligations under the National Training Act (NTA) Agreement in effect for the period September 1, 1982 to March 31, 1985, and extended for one year to March 31, 1986, are:

- To ensure that training services provided under the Canada-Manitoba Training Agreement are directed to meet jointly identified priority labour market needs and training requirements of the province;
- To co-ordinate and improve the efficiency of federal and provincial occupational training programs to better meet current and future labour market needs; and
- To ensure that the terms and conditions of the Canada-Manitoba Training Agreement are carried out and to support the Canada-Manitoba Labour Market Needs Committee in performing its responsibilities, as established under the Agreement.

The responsibilities of the branch are directly related to the administration of the Canada-Manitoba Training Agreement, which provides for federal participation in occupational training in the province. It establishes a formal consultative and co-ordinating mechanism called the Canada-Manitoba Labour Market Needs Committee whose purposes are to assess the requirements of the labour market for skilled workers and the means to meet such needs, and to assist the parties in the administration of the Agreement. In carrying out its responsibilities the Labour Market Needs Committee takes into consideration the potential contribution and impact on training activities under this agreement of complementary labour market programs and policies.

Federal and provincial departments, through joint consultation, continued throughout 1984 to adjust training capacities to meet priority labour market needs, and to arrange for funding and training course development to support industrial training, including higher level trade skills.

For the fiscal year ending March 31, 1984, in accordance with the Canada-Manitoba Training Agreement, purchases by the federal government for institutional training in the Province amounted to \$22,223,693 which provided training for 6,539 trainees. For the same period, the federal government paid \$6,667,876 for 2,785 trainees under its General Industrial Training Program, and \$2,155,391 for 345 trainees under the Critical Trade Skills Training Program.

Economic Security Division

Roxy Freedman
Assistant Deputy Minister

Economic Security Division

The Economic Security Division is responsible for four major income transfer programs: Social Allowances, Child Related Income Support Program, Manitoba Supplement for Pensioners and Municipal Assistance. These programs are designed to assist Manitobans in need by providing basic assistance or income supplements.

Social Allowances

The Social Allowances Program, operating under the authority of *The Social Allowances Act*, is the largest of the Economic Security Programs in terms of both caseload and expenditures. Together with the Municipal Assistance Program, the Social Allowances Program functions to ensure that no Manitobans lack those goods and services essential to their health and well-being. Field staff located in 14 district offices throughout the province assess eligibility, provide assistance and monitor cases. A central office provides policy and operational direction and ensures consistent policy application and program control through internal auditing procedures.

Assistance is provided to persons in need who are eligible for benefits under *The Social Allowances Act*, including sole-support mothers, persons with physical or mental disabilities, aged persons, students, children whose parents are dead or unable to support them, persons with dependents in need of special care, and unemployed employable persons in areas of the province where municipal assistance is not available. Eligibility may also be granted under special case consideration at the discretion of the Minister. Persons in need who do not qualify for social allowances may apply to their local municipality for assistance.

Further eligibility for social allowances and the amount of benefit received are determined by a "needs" test in which the total amount of a person's financial resources is compared to the total costs of his or her basic necessities as defined in *The Social Allowances Act* and Regulations. Certain items and income are not included in the calculation of financial resources. These include liquid assets up to \$400 per person to a maximum of \$2000 per family, equity in the home in which the person lives, essential personal property, and a life insurance policy with a case surrender value of up to \$2000. Also exempt are family allowances, tax credits, small gifts, small donations to persons

who require special care, and foster home payments for children. Elderly persons are also permitted to retain a funeral plan valued up to \$1000 if the plan is purchased at least one year prior to their application for social allowances. Essential farm or business equipment, a basic stock herd and seed for next year's crop are also considered allowable assets.

Earned income is expected to be totally available for a recipient's maintenance, subject to the earnings exemptions provided in the Social Allowances Regulations. Recipients who are eligible for the Work Incentive Program are allowed exemptions which represent the greater of \$50 per month, 70¢ per hour worked, or 30 per cent of gross monthly earnings. Those who are not eligible for the Work Incentive Program (i.e., newly enrolled, self-employed, Student Social Allowances, and Special Dependent Care cases) are allowed earnings exemptions of up to \$50 per month. Allowances are also made for necessary work expenses and most compulsory payroll deductions. The remainder of the earned income is applied to the recipient's budget, thereby reducing the amount of social allowances granted.

Benefits are paid monthly and represent the amount by which the cost of a family's basic necessities (food, clothing, personal needs, and household supplies), shelter, fuel and utilities exceeds its financial resources. Additional assistance is available for special needs. Under a component of the program referred to as Social Allowances Health Services, recipients are also provided with necessary drug, dental and optical supplies and services.

The rates for basic necessities and room and board are established in the Social Allowances Regulations and reviewed periodically to ensure that they are current with actual costs. In recent years, the rates have been increased annually on January 1 to reflect inflationary increases in the cost of the basic necessities provided for over the previous year; the latest rate increase is effective January 1, 1985. Fuel, utilities and special needs are paid at actual cost while shelter costs are approved within administrative guidelines which are also reviewed periodically.

The Social Allowances caseload continued to increase during 1984 although at a lesser rate than in the previous year. The increases were in the Mothers Allowance, Disabled, Student Social Allowances and General Assistance categories. During 1984, over six per cent of the social allowances caseload made use of the work incentive provisions offered under the Work Incentive Program.

**Social Allowances:
Provincial Financial Assistance Average Monthly Caseload
By Region and Category of Assistance
1984**

Category	Central	Eastman	Interlake	Norman	Parklands	Thompson	Westman	Winnipeg	Total**
Children	27	6	18	11	27	30	48	313	479
Mothers Allowance	309	185	312	310	363	419	671	5,351	7,894
Aged	216	56	109	51	148	15	175	597	1,365
Disabled	1,389	474	617	205	568	143	1,204	5,370	9,970
Special Dependent Care	—	1*	—	1*	—	—	1*	10	10
Student Social Allowances	30	21	33	28	45	36	47	530	770
General Assistance	128	129	79	369	258	353	53	—	1,371
Special Cases	1*	1	1*	2	1	1	1*	1*	6
TOTAL	2,100	873	1,169	977	1,410	997	2,200	12,172	21,865

*Actual average less than 1.

**The total is based on the average of the total provincial monthly caseload for each category and, as such, a total of the district offices may differ.

**Social Allowances:
Provincial Financial
Assistance Average
Monthly Caseload by Category
1982 to 1984**

Category	1982	1983	1984
Children	451	503	479
Mothers Allowance	6,461	7,251	7,894
Aged	1,620	1,479	1,365
Disabled	9,275	9,558	9,970
Special Dependent Care	13	10	10
Student Social Allowances	542	725	770
General Assistance	1,108	1,327	1,371
Special Cases	13	11	6
TOTAL	19,483	20,864	21,865

**Social Allowances:
Provincial Financial
Assistance Expenditures
By Category — 1982 to 1984 (\$000)**

Category	1982	1983	1984
Children	\$ 782.8	\$ 990.9	\$ 1,076.9
Mothers Allowance	38,879.8	47,411.9	53,097.3
Aged	1,022.7	1,206.9	1,335.0
Disabled	32,543.0	37,135.8	41,036.0
Special Dependent Care	15.0	6.8	4.9
Student Social Allowances	1,266.0	1,828.8	1,982.9
General Assistance	3,344.4	4,377.1	4,738.9
Special Cases	206.6	272.5	284.3
Other*	291.3	405.6	396.7
TOTAL	\$78,351.6	\$93,636.3	\$103,952.9

*Other expenditures such as Home Care.

**Social Allowances:
Monthly Expenditures***
— 1982 to 1984 (\$000)

Month	1982	1983	1984
January	\$ 6,067.9	\$ 7,982.6	\$ 9,174.6
February	7,120.0	8,319.7	8,199.8
March	7,858.6	9,916.1	11,382.4
April	5,149.0	5,679.9	5,740.9
May	6,997.5	7,505.4	8,812.2
June	6,386.2	7,954.1	9,247.1
July	6,372.3	8,115.9	8,389.2
August	6,349.6	7,355.8	8,607.0
September	6,167.8	7,336.9	7,728.9
October	6,730.6	7,938.5	8,790.7
November	6,854.2	7,827.4	9,908.4
December	6,297.9	7,704.0	7,971.7
TOTAL	\$78,351.6	\$93,636.3	\$103,952.9

*Includes expenditures for Home Care.

**Social Allowances:
Monthly Caseload**
— 1982 to 1984

Month	1982	1983	1984
January	19,132	20,466	21,415
February	19,289	20,569	21,730
March	19,328	20,716	21,742
April	19,458	21,108	21,864
May	19,334	21,118	21,974
June	19,254	20,915	21,729
July	19,010	20,512	21,292
August	19,310	20,597	21,675
September	19,575	20,972	22,067
October	19,825	21,043	22,194
November	20,018	21,172*	22,320
December	20,263	21,182	22,375
TOTAL	19,483	20,864	21,865

*Revised from 1983 Annual Report.

**Social Allowances:
Work Incentive Average Monthly Caseload
By Region and Category of Assistance
1984**

Regional Office	Mothers Allowance	Aged	Disabled	General Assistance	Total
Central	62	—	259	7	328
Eastman	16	—	7	2	25
Interlake	32	—	9	3	44
Norman	19	—	5	12	36
Parklands	29	—	20	11	60
Thompson	36	—	2	11	49
Westman	114	1	70	2	187
Winnipeg	385	1	248	—	634
TOTAL	693	2	620	48	1,363

**Social Allowances:
Work Incentive Caseload Movement
By Category of Assistance — 1984**

Category of Assistance	# of Cases January 1, 1984	Intake	Outgo	# of Cases December 31, 1984	Category Intake as a % of Total Intake
Mothers Allowance	628	936	812	752	61.7
Aged	2	2	3	1	.1
Disabled	606	486	474	618	32.0
General Assistance	35	94	70	59	6.2
TOTAL	1,271	1,518	1,359	1,430	100.0

**Social Allowances Health Services:
Expenditures and Caseload — 1982 to 1984**

	1982	1983	1984
Expenditures (\$000)			
Dental	\$1,592.0	\$1,763.1	\$2,167.2
Drugs	3,124.4	3,676.1	4,605.1
Optical	452.6	484.7	573.8
TOTAL	\$5,169.0	\$5,923.9	\$7,346.1
Average Monthly Number of Cases	18,731	19,604	20,269
Average Monthly Number of Recipients	32,504	34,441	35,923

Child Related Income Support Program (CRISP)

The Child Related Income Support Program provides monthly supplements to low-income families to assist them in meeting the costs of raising their children.

CRISP benefits are available to Manitoba families who:

- Support one or more children under 18 years of age who are listed as their dependents on a valid Manitoba Health Services card,
- Receive family allowances for their children,
- Have a total family income within specified levels, and
- Have net family assets of \$50,000 or less.

Wards of the Province and Treaty Indians living on reservations or in receipt of Federal Government social assistance are not eligible for CRISP benefits.

Benefits are determined by total family income for the previous tax year, less deductions of \$685 for each eligible child, six per cent of the total family income, and any maintenance or alimony payments made. Estimated income for the current year may be used when there has been a change in the applicant's situation due to a death, a relatively permanent or long-term disability, a change in marital status, or the recent immigration of the family to Canada.

The eligible net annual income levels for CRISP were indexed for the 1984-85 benefit year which began July 1, 1984. The income levels were increased five per cent in consideration of the increase in the Consumer Price Index over the previous year. Families with net annual incomes of \$9,640 or less are now eligible for the maximum benefit of \$30 per month for each eligible child. Annual benefits are reduced 25¢ for each dollar of net family income over \$9,640. Benefits are available only by application, and a re-application is required for each benefit year.

An asset test was introduced to the Child Related Income Support Program effective July 1, 1984 to ensure that support was targetted to families with the greatest need. Under the asset test, families with \$50,000 or less in net assets, excluding the principle residence, furnishings and the family vehicle used most often are eligible for CRISP benefits.

Supplements were provided to an average of over 8,200 families per month, representing over 19,200 children. Almost half (46 per cent) of the families were headed by single parents while over three-quarters (79 per cent) were in receipt of full benefits.

**Child Related Income Support Program:
Number of Cases and Number of Children
1983 and 1984**

Month	1983		1984	
	Number of Cases	Number of Children	Number of Cases	Number of Children
January	8,342	20,745	9,045	21,514
February	8,487	21,029	9,230	21,878
March	8,686	21,421	9,409	22,209
April	8,824	21,640	9,566	22,486
May	8,978	21,888	9,754	22,840
June	9,170	22,223	9,858	23,017
July	5,187	12,545	5,287	12,296
August	7,295	17,832	6,510	15,071
September	7,839	19,031	7,004	16,242
October	8,314	20,035	7,433	17,177
November	8,589	20,522	7,750	17,846
December	8,857	21,090	7,950	18,291
AVERAGE	8,214	20,000	8,233	19,239

**Child Related Income Support Program:
Number of Cases by Family Type and Month
1983 and 1984**

Month	1983		1984	
	Single Parent	Two Parent	Single Parent	Two Parent
January	3,509	4,833	3,850	5,195
February	3,570	4,917	3,943	5,287
March	3,658	5,028	4,025	5,384
April	3,708	5,116	4,090	5,476
May	3,771	5,207	4,183	5,571
June	3,875	5,295	4,241	5,617
July	2,419	2,768	2,723	2,564
August	3,121	4,174	3,284	3,226
September	3,363	4,476	3,478	3,526
October	3,564	4,750	3,683	3,750
November	3,674	4,915	3,830	3,920
December	3,793	5,064	3,888	4,062
AVERAGE	3,502	4,712	3,768	4,465

**Child Related Income Support Program:
Monthly Expenditures and Average Monthly Payment
1983 and 1984**

Month	1983		1984	
	Expenditures (\$000)	Average* Monthly Payment	Expenditures (\$000)	Average* Monthly Payment
January	\$ 543.1	\$62.17	\$ 593.1	\$61.96
February	549.7	62.02	594.1	61.75
March	564.1	61.71	610.5	61.54
April	566.8	61.40	605.6	61.33
May	573.1	61.05	626.2	61.13
June	582.0	60.73	619.7	61.01
July	328.7	63.63	327.5	61.94
August	561.4	63.34	444.6	61.54
September	533.7	62.99	459.6	61.53
October	574.5	62.69	481.7	61.36
November	565.2	62.17	491.8	61.11
December	589.5	61.96	498.7	61.02
TOTAL EXPENDITURES	\$6,531.8		\$6,353.1	

*Average monthly payment does not include benefits paid retroactively.

Manitoba Supplement for Pensioners (MSP)

The Manitoba Supplement for Pensioners provides quarterly supplements to pensioners with little or no personal income.

There are two eligibility categories in the M.S.P. Program. The first is for Old Age Security pensioners who are in receipt of certain levels of the Federal Guaranteed Income Supplement. M.S.P. benefits are available automatically to these persons as their eligibility is determined from their application for Guaranteed Income Supplement benefits.

The second eligibility category is for pensioners 55 years and over who are not in receipt of benefits under the The Old Age Security Act, but whose income falls within a certain specified range and is derived at least 50 per cent from pension sources. The maximum income level at which benefits are available is \$6,763.62 for single pensioners and \$12,105.36 for married pensioners. These pensioners must reapply each benefit year, which begins July 1. Eligibility calculations are based on the prior year's income unless a significant change in circumstances has occurred. In such cases, an estimate of current income may be submitted.

The maximum benefit for both eligibility categories is \$187.68 per annum for single pensioners and \$202.32 per annum for each member of a married couple. Benefits are paid quarterly in July, October, January and April.

In order to maintain recipients' eligibility for benefits, the income levels for the Old Age Security pensioners category are designed to accommodate the quarterly cost-of-living indexing of the Old Age Security and Guaranteed Income Supplement Programs.

The income levels for the non-Old Age Security Pensioners category have been indexed annually by an Order-In-Council since the inception of this component of the program in September 1980. These income levels were increased five per cent in the 1984-85 benefit year in accordance with the level of indexing of the Old Age Security and Guaranteed Income Supplement index levels over the previous year.

The Manitoba Supplement for Pensioners Program has experienced a steady decline in caseload since the inception of the program. In 1984, however, the caseload began to stabilize to its present level of approximately 19,200 Old Age Security pensioners and 1,500 pensioners not in receipt of Old Age Security benefits.

**Manitoba Supplement for Pensioners
Number of Recipients by Marital Status and Quarter
1983 and 1984**

	1983			1984		
	Single	Married	Total	Single	Married	Total
A. Pensioners in Receipt of OAS Benefits						
January	13,455	6,264	19,719	12,377	5,620	17,997
April	12,393	5,779	18,172	12,568	5,691	18,259
July	12,463	5,857	18,320	12,672	5,661	18,333
October	12,411	5,733	18,144	12,638	5,606	18,244
Average	12,681	5,908	18,589	12,564	5,644	18,208
B. Pensioners 55 years of age and over not in receipt of OAS Benefits						
January	861	720	1,581	879	676	1,555
April	913	703	1,616	941	689	1,630
July	843	661	1,504	835	612	1,447
October	877	674	1,551	870	630	1,500
Average	874	689	1,563	881	652	1,533
Total Program Average Number Recipients	13,555	6,597	20,152	13,445	6,296	19,741

NOTE: Single recipients include those who have never been married as well as those who are no longer married (i.e., widowed, divorced, separated).

For married recipients, in some cases both members of a couple receive MSP benefits and in other cases only one spouse is a recipient.

**Manitoba Supplement for Pensioners
Expenditures by Quarter (\$000) — 1983 and 1984**

	1983	1984
A. Pensioners in receipt of OAS Benefits		
January	\$ 779.3	\$ 713.3
April	715.9	713.2
July	724.0	713.9
October	714.9*	714.2
Total	\$2,934.1*	\$2,854.6
B. Pensioners 55 years of age and over not in receipt of OAS Benefits		
January	\$ 78.8	\$ 79.9
April	86.8	87.3
July	76.2	69.8
October	76.9	73.2
Total	\$ 318.7	\$ 310.2
TOTAL EXPENDITURES	\$3,252.8*	\$3,164.8

*Revised from 1983 Annual Report.

Municipal Assistance

The Municipal Assistance Program encompasses the individual financial assistance programs administered by the 202 municipalities in Manitoba. Under *The Social Services Act* and *The Municipal Act*, municipalities are responsible for providing assistance to persons in need who reside in or who are found within their municipal boundaries and who are not eligible for provincial assistance.

Each municipality establishes by-laws governing the rules and regulations of its assistance program, such as eligibility criteria, rates of assistance and forms of assistance. As a result, there is some variability in municipal assistance programs. Generally, however, municipalities provide short-term assistance to unemployed employable persons, persons with short-term disabilities, sole-support mothers who have been deserted or separated from their husbands for 90 days or less, single-parent fathers with dependent children and transients.

While the administration and provision of municipal assistance is the responsibility of the municipalities, the primary role of Manitoba

Employment Services and Economic Security is to administer the cost-sharing agreements between the three levels of government. The Province cost-shares financial assistance payments and certain administrative costs with the municipalities according to the provisions in *The Social Allowances Act*. Municipalities are reimbursed 100 per cent for financial assistance paid on behalf of non-area residents, while reimbursement for assistance paid on behalf of area residents represents the greater of (a) 40 per cent of gross assistance payments, or (b) 80 per cent of gross assistance costs in excess of one mill of the equalized assessment of that municipality. The Province also reimburses the municipalities 50 per cent of the amount that the salaries of staff engaged in full-time welfare work exceed the costs incurred in 1964. The Federal Government cost-shares with the Province 50 per cent of the total administrative and financial assistance expenditures.

The municipal assistance caseload continued to increase in 1984. The City of Winnipeg caseload represented approximately 81 per cent of the municipal assistance cases in 1984 compared to 82 per cent in 1983.

Municipal Assistance: Number of Cases for Manitoba and Winnipeg Unicity 1982 to 1984

Month	Total Province			Winnipeg Unicity		
	1982	1983	1984	1982	1983	1984
January	4,393	7,659	9,212	3,312	6,410	7,557
February	4,832	7,908	9,220	3,473	6,382	7,474
March	4,834	8,294	9,400	3,680	6,906	7,632
April	4,841	8,035	9,041	3,653	6,703	7,427
May	4,523	8,081	9,233	3,488	6,492	7,404
June	4,814	7,851	8,921	3,694	6,533	7,290
July	4,922	7,607	8,712	3,776	6,247	7,117
August	5,573	7,626	9,371	4,382	6,354	7,344
September	5,947	7,627**	8,819	4,697	6,188**	6,970
October	6,233	7,662**	9,125	5,059	6,164**	7,358
November	6,889	7,959**	9,526	5,659	6,522**	7,680
December	7,627	8,731**	10,080*	6,115	7,177**	8,035
MONTHLY AVERAGE	5,452	7,920**	9,222*	4,249	6,507**	7,441

*Preliminary

**Revised from the 1983 Annual Report

**Municipal Assistance:
Number of Recipients for Manitoba and Winnipeg Unicity
1982 to 1984**

Month	Total Province			Winnipeg Unicity		
	1982	1983	1984	1982	1983	1984
January	8,164	13,572	15,651	6,036	10,841	12,533
February	8,967	14,381	15,805	6,169	11,068	12,332
March	9,096	14,507	15,739	6,496	11,393	12,375
April	8,984	13,701	15,370	6,434	10,976	12,177
May	8,345	13,558	15,154	6,094	10,613	11,932
June	8,651	13,253	14,650	6,475	10,714	11,731
July	9,025	12,899	14,407	6,646	10,449	11,637
August	10,059	12,996	14,765	7,699	10,541	11,988
September	10,710	13,078**	14,426	8,372	10,432**	11,345
October	11,277	12,992**	15,145	8,851	10,313**	12,012
November	12,523	13,776**	15,938	9,838	10,981**	12,681
December	13,674	15,178**	16,880*	10,361	11,988**	13,190
MONTHLY AVERAGE	9,956	13,658**	15,328*	7,456	10,859**	12,161

*Preliminary

**Revised from the 1983 Annual Report

**Municipal Assistance:
Expenditures for Manitoba and Winnipeg Unicity
1982 to 1984**

Month	Total Province			Winnipeg Unicity		
	1982	1983	1984	1982	1983	1984
January	\$ 1,069.0	\$ 2,283.5	\$ 2,993.8	\$ 885.0	\$ 1,992.9	\$ 2,570.6
February	1,249.1	2,381.3	3,142.9	1,023.4	1,996.0	2,171.0
March	1,276.1	2,733.4	3,248.2	1,070.3	2,372.9	2,750.7
April	1,222.8	2,293.4	2,985.5	1,050.6	1,949.0	2,517.5
May	1,200.6	2,403.9	3,027.1	1,056.1	2,059.1	2,593.1
June	1,222.2	3,650.7	2,807.4	1,081.6	2,073.3	2,383.6
July	1,253.4	2,088.4	2,813.3	1,095.3	1,850.6	2,429.4
August	1,464.0	2,348.8	3,028.3	1,295.1	2,059.0	2,621.7
September	1,653.7	2,335.6	2,756.9	1,426.5	2,042.9	2,377.9
October	1,664.7	2,325.5	3,194.2	1,510.5	1,998.2	2,765.8
November	1,946.3	2,422.8	3,272.5	1,783.6	2,095.2	2,791.3
December	2,333.3	2,821.8	3,662.3**	2,171.1	2,633.4	3,076.0
TOTAL*	\$17,555.0	\$30,089.2	\$36,932.4**	\$15,449.1	\$25,122.5	\$31,048.6

*Totals may not add because of rounding

**Preliminary

**Economic Security Division:
Financial Assistance Expenditures by Program
1982 to 1984 (\$000)**

PROGRAM	1982	1983	1984
Social Allowances	\$ 78,351.6	\$ 93,636.3	\$103,952.9
Social Allowances Health Services	5,169.0	5,923.9	7,346.1
Municipal Assistance	17,555.0	30,089.2	36,932.4
Manitoba Supplement for Pensioners	3,590.5	3,252.8	3,164.8
Child Related Income Support Program	6,376.5	6,531.8	6,353.1
TOTAL	\$111,042.6	\$139,434.0	\$157,749.3

The Social Services Advisory Committee

The Social Services Advisory Committee is an independent committee which reviews appeals from applicants or recipients of the Social Allowances, Municipal Assistance, Manitoba Supplement for Pensioners, and Child Day Care Programs. The Committee acts as an informal hearing forum for appeals of decisions respecting the denial, cancellation, variance and amount of assistance granted under these

programs. Further appeals regarding social allowances or municipal assistance may be heard before the Manitoba Court of Appeal. The Committee also reviews appeals regarding the denial or cancellation of a license or letter of approval by the Office of Residential Care.

The Committee received 372 appeal in 1984. A summary of the appeals received and their dispositions is provided in the following table.

**Social Services Advisory Committee:
Appeals Received by Basis of Appeal and Disposition
1983 and 1984**

Basis of Appeal	Appeals Received		Disposition									
			Allowed		Dismissed		Withdrawn		Did Not Appear		Other	
	1983	1984	1983	1984	1983	1984	1983	1984	1983	1984	1983	1984
Not Allowed to Apply	3	5	1	1	1	2	1	2	—	—	—	—
Decision Delayed	7	4	3	1	3	—	1	3	—	—	—	—
Application Denied	124	113 ¹	14	24	66	56	31	23	13	9	—	1
Assistance Cancelled	160	126	23	21	84	56	35	44	17	5	1	—
Assistance Insufficient	124	124	18	18	63	65	36	36	7	5	—	—
TOTAL	418²	372³	59	65	217	179	104	108	37	19	1	1

¹Includes 2 appeals against the Office of Residential Care.

²In addition there were 32 appeals outside the jurisdiction of the Committee.

³In addition there were 10 appeals outside the jurisdiction of the Committee.

NOTE: The Social Services Advisory Committee reviews appeals concerning the Social Allowances, Municipal Assistance, Manitoba Supplement for Pensioners, Child Day Care Programs and the Office of Residential Care licensing.

Administration and Finance

Administrative Services Division

W. Henderson — Executive Director

The Administrative Services Division is responsible for providing central management and administrative support services to the Department including planning and administrative policy development, financial and accounting services, personnel management services, systems and computer support services.

Financial Services

The Financial Services branch comprises the Accounting and Revenue, Budgetary and Administrative functions as well as the administration of the Social Allowances Health Services Program.

Accounting and Revenue processes all departmental expenditures and revenues. This includes processing of all departmental payments of accounts including those payments made under the Social Allowances Program. This area is responsible for summarizing related statistical information, maintaining and recording output expenditure data from computerized voucher accounting records and special chequing accounts and the distribution of expenditure and revenue reports.

The Budgetary function includes the co-ordination of comprehensive fiscal budget support services to the departmental divisions. This consists of the preparation and presentation of the department's annual budget estimates, ongoing budget analysis and monitoring of expenditure and revenues and provision of related reports to departmental management. The Budgetary function also includes the administration of Canada Assistance Plan cost-sharing agreements with the Federal government; this requires compilation of financial statistics for inclusion in the Government claim of Canada and ongoing consultation and liaison with Federal Canada Assistance Plan staff.

Administrative functions comprise the management of the departmental vehicle fleet, co-ordination and acquisition of telephone and other communication requirements, monitoring departmental purchasing activities and assisting with the management of the departmental program and administrative space requirements.

Also included is the administration of the Social Allowances Lien registrations, renewals, discharges and collection of related revenue,

and filing of changes to Acts and Regulations including Gazetting of same.

The branch also administers the Social Allowances Health Services Program. This includes issuing of Health Services Certificates to Social Allowances recipients for drug, dental and optical services and supplies, maintaining patient service profiles, processing related accounts for payment and authorizing special services. Other areas of responsibility include: providing statistical and financial data necessary to negotiate various agreements with professional organizations supplying health services and goods and handling negotiation of those agreements; and providing pharmaceutical liaison services including auditing and inspecting retail pharmacies serving Social Allowance Health Services clients, including Pharmacare, Personal Care Homes and Drug Substitution programs.

Personnel Management Services

The Personnel Management Services branch is responsible for the on-going development, implementation and maintenance of an effective human resources program as well as personnel policy administration. Centralized services provided to the Department include recruitment and selection, classification, job evaluation, employee relations, employee benefits and payroll administration. Human resource development initiatives include affirmative action, career planning, performance evaluation, skills inventory, training and development.

With the initial establishment of the Department, considerable emphasis has been placed on establishing a central role, undertaking organizational reviews, classification and staffing of new and existing positions, as well as a major classification series review.

Systems and Computer Support Services

The Systems and Computer Support Services branch is responsible for providing technical expertise in the review, development and maintenance of administrative and operational systems in the Department including forms design, operational manuals, computer and word processing applications.

Existing automated systems support the production of Social Allowances cheques, the Social Allowances Health Services program, the Child Related Income Support and Manitoba Supplement for Pensioners programs.

Current studies involve the modification and adaptation of a revenue accounting system as well as the development of a management information system for major job creation programs.

The major systems project under development by the branch is the Social Allowances Automation Project. The Social Allowances Project was initiated to develop a comprehensive automated payment and information system for the Social Allowance Program to permit the Program to carry out its functions more efficiently and cost-effectively. The Project has progressed through needs assessment and design alternatives phases and is currently in the analysis phase which will produce a new detailed systems design for development and implementation.

Research and Planning

M. Billinkoff — Acting Director

Research and Planning is responsible for developing information and recommendations to support effective policy formulation, planning, management and decision-making in those areas for which the Minister of Employment Services and Economic Security is responsible.

Responsibilities of the Branch include:

- Developing and implementing departmental planning systems and coordinating the non-financial aspects of estimates and housebook material;
- Analyzing policy issues, preparing briefing papers, reviewing and developing policy proposals to assist the Minister, Deputy Minister and other senior officials;
- Preparing and/or coordinating policy submissions to Cabinet and to Cabinet committees;
- Conducting research and preparing analyses on the department's environment, including trends, developments and their implications for provincial labour market and income security programs;
- Assessing departmental programs and providing technical assistance and operational research support for other branches;
- Coordinating the department's lead roles within the Provincial Government with respect to training strategy development, income security policies and labour market matters; and

- Maintaining liaison with other departments, other provincial governments and the Federal Government on labour market and income security matters.

Major activities and projects undertaken by the Branch during 1984 were:

Departmental Planning

The Branch took the lead responsibility in initiating the departmental planning process. This effort examined Departmental roles and missions and addressed various topics and issues impacting on the Department culminating in the development of general guidelines and directions supporting 1985/86 budget preparation. Further development of a Departmental planning process will stem from the work initiated in 1984.

Support for the Minister and the Executive Management Committee

Preparation of analyses, briefing notes and background papers to support the development of policies and programs was undertaken on a wide range of topics and issues. Co-ordination and assistance were provided in the preparation of sessional briefing material for the Minister and support was provided for the annual estimates review and federal-provincial meetings.

Program Analysis and Assessment

The Branch analyzed and assessed a number of departmental programs. In co-operation with Canada Employment and Immigration, the branch also prepared an inventory of Provincial and Federal Government labour market programs operating in Manitoba in 1984.

On-going monitoring and analysis of Federal labour market programs was carried out. A number of reports and briefing notes on the activity and funding levels of these programs, within Manitoba and other provinces, were prepared. Particular attention was given to federal funding allocations for training.

Technical Assistance and Operational Support

The Branch provided support and assistance to the Department in determining data and word processing requirements. Assistance was also provided in completing surveys on departmental programs and in the development of methodology for regional targetting of wage subsidy funding.

Economic and Labour Market Analysis

National and provincial labour market trends were monitored and analyzed. Major activities included preparation of a monthly Labour Market Information Bulletin and a Manitoba Labour Market Annual Review. To support the effective planning of labour market programs, the Branch prepared a labour demand/supply analysis for northern hydro development and developed useful public information on the provincial labour market outlook and high demand occupations.

Training Strategies, Priorities and Needs

Research and Planning Branch undertook the co-ordination and development of provincial training strategies. Specific activities included the preparation of a discussion paper on a multi-year training strategy involving the National Training Act, work in preparation for the renegotiation of new Canada-Manitoba training agreements, and support for and analysis of federal-provincial discussions on training strategies, policies and related labour market matters.

In addition, the Branch developed information and undertook analysis of high demand occupations and developed preliminary information on Northern Hydro Construction training needs.

Income Security Analysis

With staff of the Economic Security Division, the Branch participated in an interdepartmental working group examining options for implementing changes to the existing social assistance structure and prepared Cabinet Submissions emanating from this review.

Other major items dealt with by the Branch included a review of the report of the Manitoba Task Force on Social Assistance and reviews of various reports and proposals dealing with pensions, disability coverage and mental health care.

On-going analysis and monitoring of the Unemployment Insurance program was also conducted.

Communications

J. Little — Communications Coordinator

The Communications branch carries out the day-to-day communications requirements of the department: media contact, co-ordination of public events, liaison with other provincial departments and other levels of government.

As well, the branch develops communications goals and plans for all policy and programming developed and carried out by the department, and continually monitors the effect and impact of departmental activities on the public with a view to better communications.

Communications co-ordinates the production of all public information materials and serves as central liaison for the department with central communications agencies such as the Queen's Printer, Advertising Audit Office, Visual Identity Office, Information Services and the Communications Planning Committee.

Manitoba Bureau of Statistics

Wilf Falk
Director

Manitoba Bureau of Statistics (MBS)

The Manitoba Bureau of Statistics, the provincial central statistical agency, operates under the terms of the *Manitoba Statistics Act*. This legislative mandate empowers the Bureau to plan, promote, develop and disseminate integrated social and economic statistics relating to the Province, on behalf of the departments and agencies of government, in order to avoid duplication of effort.

Under federal/provincial agreement, the Bureau also serves as the focal point for interface between the Province and Statistics Canada.

The Bureau's mandate is carried out through four major areas of activity:

- Response to requests for statistical information from provincial departments, business and the general public, and liaison with Statistics Canada, other provincial statistical bureaus and provincial user departments;
- Provision of statistical data common to all departments of government;
- Data development, consultation and ensuring data processing and adequacy of surveys on behalf of government departments; and
- Administration of the Bureau of Statistics.

The activities of the Bureau are interdependent in nature, the end result being the provision of common statistical data to government departments and agencies. Requests for information are usually met from existing data sources. However, if existing data are not sufficient, the Bureau can, under its act and through liaison, negotiate procedural changes or acquire base data from Statistics Canada. In the event that no sources are available, the Bureau will undertake a custom survey or other data development activities at cost to the user. This will in turn expand the existing data sources of government.

During 1984, the Bureau carried out the following specific activities:

Information Requests and Liaison

The Bureau responded to 1,840 requests for statistical data, 67% from government departments and 33% from businesses and the general public. The requested statistical data was derived from a variety of published sources or from various computer based information

retrieval systems, with 23% being original MBS information products or data.

The Manitoba Bureau of Statistics represents Manitoba on the Federal/Provincial Consultative Council on Statistical Policy, as well as six federal/provincial statistical committees. The Bureau also coordinates provincial departments' participation in the eight specialized federal/provincial statistical subject matter committees.

At the provincial level, the Bureau liaised with other Manitoba government departments by chairing the Data Users Planning Committee, representing 29 research areas. Through Committee meetings and the MBS Stats Bulletin releases, departments are kept informed of recent statistical developments and issues, along with various project related activities.

Provision of Common Statistical Data

The Bureau disseminated various statistical reports/publications totalling 1,748 copies. These reports included the quarterly Manitoba Statistical Review (220 subscriptions, 169 paid);

Small Area Data (322 copies); Manitoba Economic Accounts (169 copies); and Manitoba Population Projections 1983-2006 (126 copies).

It also provided 3,603 Key Economic Indicators information summaries to various departments on the day of release (e.g., Employment/Unemployment, Consumer Price Index, Population, Investment). The format of the various reports was redesigned to improve information utility.

Data Development and Consultation

MBS undertook 30 surveys and information development activities for specific departments and for general usage within provincial government departments which include:

- Manitoba Sourcing Directory: updating of a computerized inventory identifying the supply capabilities of Manitoba manufacturing and industrial service firms.
- Manitoba Economic Accounts: comprehensive presentation of Manitoba's economic performance including Consolidated Income Expenditure/Gross Domestic Product by Industry Accounts from 1961 to 1983.
- Manitoba Population Projections: development of an official series of Manitoba population projections to be utilized by all departments, agencies and Crown

corporations for planning purposes. Regional projections are now being developed.

- Small Area Data Development: development of sub-provincial or small area level datasets from existing statistical and administrative computerized data systems. Emphasis was placed on developing regional income distribution for selected age groups.
- Surveys undertaken include the Accommodation Occupancy Survey — measurement of monthly occupancy levels in Manitoba accommodation facilities, and the Prices Monitoring Survey — measurement of food and energy price differentials in selected Manitoba communities.

The Bureau assisted departments with their statistical activities by providing various consultation services totalling 32 statistical methods, 45 economic, 97 computer and 19 surveys.

As well, it reviewed 15 proposed new government surveys under the Survey Review Program. In addition, 33 copies of the report, "Survey Activity in the Manitoba Government 1983-84", were disseminated.